

CIA INTERNAL USE ONLY

20 September 1968

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT: Records Purge - Initial Report

1. Research Analyst, will be the responsible officer for the Office of Legislative Counsel records purge.

2. The Office of Legislative Counsel will continue to purge records before sending them to Records Center. Duplicate copies of papers, envelopes, and other bulky, non-essential materials are now removed as a matter of practice. All material retired to Records Center is scrutinized in this manner. A review of all Records Retirement Lists has been initiated in an effort to reassess the need for retention of the various types of records held in the Center. Those files which are no longer useful for reference or research will be destroyed. In some instances it will be necessary to review the contents of a file before such a determination can be made.

3. The Office of Legislative Counsel is frequently required to research in detail previous committee hearings. Congressmen who have been defeated in prior elections frequently are reelected to the Congress, and their prior record is important. The materials at Records Center, while obviously not in daily use, are required on occasion. In those cases, the information is often of crucial importance in "rounding out" the legislative history on a given issue.

4. The Office of Legislative Counsel will review present holdings in Records Center to determine whether disposition schedule codes presently assigned should be changed. Certain types of legislation and committee files may be rescheduled.

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5. The Office of Legislative Counsel anticipates no decrease in the volume of material which will be referred to Records Center but it is our intention to reduce the total quantity of OLC holdings by establishing earlier destruction dates for certain material.

STATINTL


John M. Maury
Legislative Counsel

Distribution:

Orig & 1 - Ex/Dir-Compt
1 - Records Management Board
1 - OLC Subject File
1 - OLC Memo File *Chrono*

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**Types of files presently held in the Records Center by the
Office of Legislative Counsel include:**

Aliens

Buildings and Grounds

Chronos

Congressional Committees

Intelligence Activities

Investigations and Hearings

Journals

Legislation

Liaison (DCI Congressional briefings)

Members of Congress

Publications

Publicity